



Center for Orthopaedic Trauma Advancement

Instructions:

DEADLINE is February 13, 2015 – 10:00 pm Central Standard Time

NOTIFICATION will be sent late April, 2015

NEW THIS YEAR: Complete the online application entirely and submit it.

- You will receive a confirmation that it has been received
- OR you may partially complete the application, save it and edit it with final details prior to the February 13 deadline. It will be saved for 21 days.
- A link to your specific application will be sent to you via e-mail you provide.
- No one else will have access to your application.

If you have questions, please contact Hopkins@aaos.org and office@cotagrants.org (Nancy Franzon and Melanie Hopkins)

COTA staff will separate the identifying portion of the application so that the Committee receives only the blinded portion to review. The full application stays on file in the COTA office.

The number of cases supplied in the application should refer to orthopaedic trauma admissions – not to total emergency room visits.

The COTA CPT case log requirement follows the same format as the OTA required case log for accreditation; you may submit the same information as is required by OTA.

Estimated budgets should be submitted as indicated on the application with a final total \$ amount. Please NOTE that no indirect costs can be supported by the COTA grant.

If other grants/support have been received, please indicate the \$ amount for each.

CRITERIA for Application Evaluation

- 501 c 3
 - Level 1 or 2 Trauma Center
 - Enrollment in Orthopaedic Trauma Match
 - Meets requirement for OTA member faculty
 - Defined goals and objectives of the program
 - Ratio faculty to fellow – (minimum of 2 OTA faculty members/per fellow)
Justification needed if this ratio is not met
 - Faculty and fellow actively taking orthopaedic trauma call
 - Volume of trauma admissions meets the OTA or ACGME required CPT select trauma codes of complex trauma cases
 - Demonstrated exercise of education via overall curriculum, organized conferences, leadership role of fellow, non-operative care and clinical follow-up
 - Organized daily schedule as outlined in the application
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Process for review:

- Following the deadline, the COTA staff will review the applications and **remove any references to the author or institution location or region** prior to the distribution of the link for on-line grading. **All applications are to be reviewed blinded.**
- After the full Committee has reviewed, graded, ranked, and submitted scores, the grades are summarized by COTA staff. The blinded grade summary is reviewed by the Committee at the Annual COTA Board of Directors Meeting late March, 2015.
- **Disclosure:** Prior to the meeting the Board members are asked to disclose any conflicts. This is done in writing, verbally at the meeting, and on the AAOS website for member disclosure.
- Committee members are asked to disclose any conflicts/participation with grant applications programs. While at the meeting any Committee member who is involved in a program/study being reviewed are required to recuse himself/herself during review/discussion of the grant application and they are asked to leave the room.
- The full Committee meets in person to discuss and review the blinded grant applications. All Committee members are required to read all grant applications, and have the opportunity to comment at this meeting.
- Grant awards are determined based on the grades and rank received, with consideration of the Committee's review at the meeting, and the grant funds available.
- The information provided in the grant application is confidential. There will be no dissemination of information regarding the applications.

Grant assignments for industry acknowledgment are randomly made by COTA staff, and reviewed by the Committee Chair.

Revised December 2014: